

The [Diploma of Early Childhood Education and Care](#) is for those who are interested in working in the early childhood services sector, or who are already working in the field and are responsible for planning, implementing and managing programs in early childhood services. At this level, workers have responsibility for the supervision of staff and volunteers.

Course Information

Intake: VET Aug Intake
Start date: 2nd August 2021
Location: Hawthorn Campus
Duration: 3 years part-time

Course Structure:

The Diploma of Early Childhood Education and Care requires twenty eight (28) units to complete. This course is made up of twenty three (23) core units and five (5) electives.

How to use your Course Planner

Refer to the below guide to help you work out the correct units to enrol into for each Teaching Period. The units in your planner are colour-coded to assist with mapping out your studies over the duration of your course

Core Units
A set of compulsory units you MUST complete as part of your Course.
Elective Units
A structured set of 5 units specific to your Course.
Clusters
A sub-structured set of 2 or more units delivered together specific to your Course.

To ensure a **successful** enrolment experience follow the steps below. If you cannot see units on the **My Enrolment Tab** ensure you have accepted your offer on the **Offer Tab** and the **Terms and Conditions** on the **My Enrolment Tab**

Step 1 Pre-Enrolment:

To view timetable options for your course select the **'Group Registration'** button on the right side of the screen

Course Code - Course Title
 Admitted 2020, VET Mar Intake, Wantirna, Classroom based
 Group Registration

Step 2 Select **'View Timetable'** to select your timetable option

Step 3 To select your timetable option and register into classes select **'Choose'** on the right side of the screen

CourseCode_0001 - Cert XX Course Code Name-Grp1
 View Timetable ;; *Please note that timetables are subject to change Choose

CourseCode_0002 - Cert XX Course Code Name-Grp2
 View Timetable ;; *Please note that timetables are subject to change Choose

Step 4 Select **'Register in selected Group'**

Step 5 Complete enrolment into units:

Select year, All Study Periods and All Location. See below for an example. You must **enrol in every unit** on your study plan

Enrol in units for 2021 All Study Periods Select Search

Enrolling into Clusters:

1. Select the Cluster by ticking the top box on the far right hand side of the Cluster

CL-ITESSEN001 - IT Essentials 1 Cluster
 Planned 2017, VE Block 10, Hawthorn, Classroom based This is the only remaining availability for this unit this year.

2. The units will automatically tick and the Cluster and the units will become green

CL-ITESSEN001 - IT Essentials 1 Cluster
 Planned 2017, VE Block 10, Hawthorn, Classroom based This is the only remaining availability for this unit this year.

More details

E ICTSAS426 - Locate and troubleshoot ICT equipment, system and software faults
 Planned 2017, VE Block 10, Hawthorn, Classroom based This is the only remaining availability for this unit this year.

More details

C BSBWHS304 - Participate effectively in WHS communication and consultation processes
 Planned 2017, VE Block 10, Hawthorn, Classroom based This is the only remaining availability for this unit this year.

3. Click the Enrol button

4. Click the Confirm Enrolment Button

5. Click the View Enrolment Button

6. Repeat Steps 1-5 for all ten (10) clusters delivered in this course

Stage 1, 2021 - All three (3) clusters must be selected in your first stage of study.

Unit Code	Unit Title	Start Date	End Date	Teaching Period
CL-EYLFPLAY002	EYLF Play 2 CHC50113 Cluster	2/08/2021	19/12/2021	VE Term 4
Units included in the Cluster	CHCECE009 - Use an approved learning framework to guide practice			
	CHCECE018 - Nurture creativity in children			
	CHCECE011 - Provide experiences to support children's play and learning			
CL-HLTSAF001	Health and Safety 1 Cluster	2/08/2021	19/12/2021	VE Term 4
Units included in the Cluster	CHCECE002 - Ensure the health and safety of children			
	CHCECE004 - Promote and provide healthy food and drinks			
CL-NURCRE002	Nurture and Care 2 CHC50113 Cluster	2/08/2021	19/12/2021	VE Term 4
Units included in the Cluster	CHCECE003 - Provide care for children			
	CHCECE005 - Provide care for babies and toddlers			
	CHCECE026 - Work in partnership with families to provide appropriate education and care for children			

2021 COURSE ENROLMENT PLANNER

Diploma of Early Childhood Education and Care - CHC50113



SWINBURNE
UNIVERSITY OF
TECHNOLOGY

Stage 2, 2021 - All two (2) clusters and three (3) core units must be selected in your second stage of study.

Unit Code	Unit Title	Start Date	End Date	Teaching Period
CL-CULDIV001	Culture & Diversity Cluster	Cluster will commence delivery in Semester 1, 2022		
	CHCDIV002 - Promote Aboriginal and/or Torres Strait Islander cultural safety			
	CHCECE001 - Develop cultural competence			
CL-DEVDOC002	Development and Documentation 2 CHC50113 Cluster	Cluster will commence delivery in Semester 1, 2022		
	CHCECE007 - Develop positive and respectful relationships with children			
Units included in the Cluster	CHCECE010 - Support the holistic development of children in early childhood			
	CHCECE013 - Use information about children to inform practice			
CHCLEG001	Work legally and ethically	Units will commence delivery in Semester 1, 2022		
CHCPRT001	Identify and respond to children and young people at risk			
HLTAID004	Provide an emergency first aid response in an education and care setting			

Stage 3, 2022 and Stage 4, 2023 - One (1) clusters and one (1) core units must be selected in your third stage of study.

Unit Code	Unit Title	Start Date	End Date	Teaching Period
CL-CURRIC001	Curriculum 1 Cluster	Cluster will commence delivery in Semester 2, 2022 and continue into Semester 1, 2023		
Units included in the Cluster	CHCECE024 - Design and implement the curriculum to foster children's learning and development			
	CHCECE025 - Embed sustainable practices in service operations			
CHCECE017	Foster the holistic development and wellbeing of the child in early childhood	Unit will commence delivery in Semester 2, 2022 and continue into Semester 1, 2023		

Stage 5, 2023 - All three (3) clusters must be selected in your fifth stage of study.

Unit Code	Unit Title	Start Date	End Date	Teaching Period
CL-WRKSFE001	Workplace Safety 1 Cluster	Cluster will be delivered in Semester 2, 2023		
Units included in the Cluster	CHCECE016 - Establish and maintain a safe and healthy environment for children			
	HLTWH003 - Maintain work health and safety			
CL-INCLPRAC001	Inclusive Practice 1 Cluster	Cluster will be delivered in Semester 2, 2023		
Units included in the Cluster	CHCECE020 - Establish and implement plans for developing cooperative behaviour			
	CHCECE021 - Implement strategies for the inclusion of all children			
CL-INDPLAN001	Individual Planning 1 Cluster	Cluster will be delivered in Semester 2, 2023		
Units included in the Cluster	CHCECE022 - Promote children's agency			
	CHCECE023 - Analyse information to inform learning			

Stage 6, 2023 - One (1) clusters and one (1) core units must be selected in your sixth stage of study.

Unit Code	Unit Title	Start Date	End Date	Teaching Period
CL-PROFLEAD001	Professional & Leadership Cluster	Cluster will be delivered in Semester 3, 2023		
Units included in the Cluster	CHCPRP003 - Reflect on and improve own professional practice			
	CHCMGT003 - Lead the work team			
CHCECE019	Facilitate compliance in an education and care service	Unit will be delivered in Semester 3, 2023		

Useful Information

Practical placement

Students must successfully complete 360 hours of practical placement for full-time enrolment. As some units have specific placement hours attached part-time students may be required to complete additional hours depending on the units enrolled in.

How do I enrol into units online?

For help on how to enrol in units on your Study Plan, please refer to our [online help guide](#).

When do my classes start?

Classes for units will commence in the week of 1st March 2021.

Can I study a unit not listed in this guide?

If you would like to speak with someone about selecting alternative units, please contact [studentHQ](#) to make an appointment with an Enrolment Advisor.

How do I get recognition for my existing qualifications or experience?

Learn more about [Advanced Standing \(Academic Credit\)](#).

How will I be assessed?

You will be given a unit outline for each unit via our online learning system (Canvas). Each unit outline explains what you will learn and how you will be assessed. Assessment methods may include: portfolios, reports, case studies, practical tasks, presentations and group work.

Units are subject to change and may not be timetabled every Teaching Period

Useful Information

Do I need any special equipment?

Students are required to purchase a Swinburne Early Childhood polo top to wear when on placement

What happens if I stop studying before I complete my course?

If you do not intend to continue with your course, you must submit a [Withdrawal from Course application](#). If you stop studying before completing the course requirements, you can request to be issued with a [Statement of Attainment](#) that lists the units you have successfully completed.

Where can I find more information about being a Swinburne student?

Our [Current Students webpage](#) contains information about managing your course, financials, results, graduations, student support, student services, life on campus and additional learning opportunities

Where can I find more information about course costs/fees?

Our [Fees website](#) contains information on course fees, including a handy fees calculator, the types of Government assistance available, details on how to make a payment, payment due dates and more.

Pathways to future study

Pathways allow you to progress from one qualification to another where the first course is recognised as an entry requirement and/or provides advanced standing. You can take advantage of pathway arrangements from one Swinburne course to another or benefit from study completed at another institution. Pathway options may be subject to academic performance. Learn more about [pathways](#).

What if I have any other questions?

For further assistance please contact [studentHQ](#).